

日常英语会话 及词汇分类手册

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内 容 提 要

本手册收集了日常用的英语会话和词汇。共分两部分：第一部分选编了38种不同场合下常用的会话；第二部分以类别选列了43种常用词汇。本手册还附有盒式录音带，由美国的 James Thomas 先生录制。

本手册深入浅出、内容广泛，携带方便、查寻便利，是英语爱好者和外事工作人员的实用手册。

日常英语会话及词汇分类手册

B Handbook of English Conversation
and Terminology

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前 言

随着我国四化建设的向前发展以及对外开放政策的进一步贯彻,必将会大大地促进我国与世界各国的往来,无论在外交、贸易方面,还是在科学技术、文化方面的交往以及旅游事业日趋频繁。为了适应这一发展的需要,加速培养熟练掌握英语口语的人才,使具有一定英文基础的同志,特别是自学者能在较短的时间内,掌握英语会话技巧,编者参考了大量的国内外英语口语材料,编写成《日常英语会话及词汇分类手册》。

本手册共分两个部分。第一部分为日常英语会话部分,选编了在三十八种不同场合下所进行的简练英语会话。第二部分为常用词汇及词组部分,选编了四十三类在日常生活及工作中较常用的词汇和词组,以便于读者替换和查找。

另外,特邀请美国 James Thomas 先生将日常英语会话部分录成盒式磁带,以帮助自学的同志更加准确地掌握发音和语调,提高听说能力。

由于编者水平有限,在编写之中难免会有一些缺点错误,欢迎广大读者批评指正。

本手册在编写过程中,得到许多同志的支持和协助,特别是得到了多年从事外事和英语新闻工作的张琳甲先生的指导和审校,谨此表示感谢。

编 者

一九八六年六月于北京

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一、 Words and Expressions
for Everyday Use
日常英语会话部分

1. GREETINGS 问候

Good morning (afternoon, evening), Mr. Su. 苏先生,
早上(下午,晚上)好!

How are you today (this morning)? 你今天(今天早上)
好吗?

How is everything with you? 日子过得好吗?

Hello, everybody. 大家好!

How is your family (wife, brother, little one)? 您全家(夫人,
兄弟,孩子)好吗?

How are you getting on (along)? 一切都好吗?

I'm fine (very well, great, not too bad), thank you, and you?
我很好,谢谢您!您好吗?

Just the same as usual, thanks. 和平常一样,谢谢。

Quite well, thank you. 挺好,谢谢你。

Just so so. 还凑合。

Not too well, I have a slight cold. 不太好,我有点轻微
感冒。

Well, as a matter of fact, I'm not feeling very well today,
but I'm sure it's nothing serious. 事实上,今天我不太
舒服,但不要紧。

How do you do?* 你好吗?

Very pleased to meet you.

Very glad to meet you.

Nice to see you.

A pleasure meeting you. 见到你很高兴。

Me, too. 同样我也很高兴。

* 初次见面时用语。

PARTING(SAYING GOOD-BYE)

告別

I'm afraid I must be going now. 恐怕我现在该走了。
It's getting late. I'm sorry I must be going now. 时间不早了，很抱歉我该走了。

If you will excuse me, I really should be off now. 请原谅！我确实该走了。

So soon? Can't you stay a little longer? 马上就要走吗？不能再多待一会儿吗？

Then I won't keep you. Hope you'll come over again. 那我就不留你了，希望你有空儿再来。

It's a pleasure to have you. Come and see me when you have time. 和你在一起真高兴，有时间再来。

Thanks for coming. 谢谢你来看望我。

Please drop in whenever you have the time. 有空儿请再来。

Good-bye, till next Sunday. 下星期天见！

Good-bye and good night. 再见，晚安！

Hope to see you again soon. 我希望能很快地再见到您。

See you next Monday. 下星期一见！

See you later. 一会儿见！

I'll be seeing you.

So long.

Cheerio! 再见！

I've come to say good-bye. 我是来告别的。

Don't forget to give us a ring if ever you're in London. 如果你到了伦敦的话，别忘了打个电话给我。

Don't forget to keep in touch. 别忘了保持联系。

3. SEEING SOMEBODY OFF

送行

It's very kind of you to come to see me off at the airport.
你到机场来送我,真是太客气了。

How nice of you to take the trouble to see me off. 你不
怕麻烦为我送行,真太好了。

Thank you for everything you have done for me during my
stay here. 谢谢你在我逗留期间为我所做的每件事。

Thank you for coming to see me off. 谢谢你来送我。

So you are really going to leave us. 你真的要离开我们啦!

We're terribly sorry to see you go. 看到你离去,我们很难
受。

We'll miss you terribly. Please drop me a line or two,
when you have time. 我们将非常想念你,有时间的话,
请给我写上三言两语。

I'll write to you as often as I can. 我将会尽可能常常给
你写信。

Please accept this little present as a souvenir from me. 请
接受我这小礼物留作纪念。

Allow me to present you with this little present as a souvenir.
请允许我向你赠送这一小礼品留作为纪念。

Remember me to your wife. 代向你夫人问候。

Give my best regards to your family. 请向你全家转达我衷
心的问候。

May we meet again soon. 但愿我们能很快再见面。

Good-bye and good luck. 再见! 祝你走运。

I wish you a pleasant journey! 祝你旅途愉快!
 Wish you a nice trip! 祝你一路平安!
 Bon voyage! 一路顺风!
 Let me give you a kiss, my boy. 让我吻吻你吧,我的孩子!
 Let me shake your hand, my boy. 让我握握你的手,我的孩子!
 Let me give you some advice, my boy. 让我给你一些忠告,我的孩子!
 Let me give you a going-away present, my boy. 让我给你一个离别礼物吧,我的孩子!

4. MEETING GUESTS 迎宾

I hope the plane could land on time. 我希望飞机能准时降落。
 Will the plane land on schedule? 飞机能按时到吗?
 May I inquire about the arrival of CAAC (Civil Aviation Administration of China) flight No 5102 from Shanghai? 请问从上海来的中国民航5102航班什么时间到达?
 It will be due at 8 p.m. 应于今晚八点到达。
 Please listen! The CAAC flight No 5102 is being announced. It's coming in a minute. 请听! 正在广播中国民航5102班机,它马上就要到达了。
 I'm from the Ministry of Metallurgical Industry. 我是冶金部的。
 We got your telegram yesterday. 昨天我们接到了你的电报。
 Welcome to Beijing (our country)! 欢迎你来北京(我国)。
 Glad to have you here. 你来此地,我们很高兴。

It's very kind of you to come and meet me (us). 谢谢你来接我(我们)。

It's certainly a great pleasure for me to come to meet you. 前来接你,的确是我的莫大愉快。

We're glad to be here in Beijing (New York). 能到北京(纽约)我们很高兴。

Did you have a nice trip? 旅途顺利吗?

Yes. We had a very pleasant trip indeed. 旅途十分愉快。

Is this your first time to China? 这是你第一次来中国吗?

Yes, my first visit. 是的,第一次。

We hope you'll have a pleasant stay here. 我们希望你在
这里过得愉快。

I'm sure I'll like it here. I've been looking forward to coming to this country for years. 我相信我会喜欢这儿的。多年来我一直向往能到贵国来访问。

How long do you intend to stay in Beijing? 你打算在北京待多久?

Two weeks. I think it's enough. 两星期,我认为够了。

You must be very tired after such a long journey. 经过如此长途旅行,你一定很累了。

Our car is waiting outside. Shall we go to the hotel? 我们的汽车在外面等着,我们现在去旅馆好吗?

Please go this way. Our car is over there. 请走这边,我们的汽车在那边。

5. MAKING INTRODUCTIONS 介绍

Mrs. Jones, this is Mr. John Smith, the new manager (my assistant). 琼斯夫人,这是新经理(我的助手)约翰·史

密斯先生。

Wendy, I'd like you to meet my brother, Sam. 温迪,

你认识一下我的兄弟萨姆。

Mother, this is Joe's sister, Helen. 妈妈, 这是乔的姐姐
海伦。

Mr. Smith, I'd like to introduce my Greek friend, Milos.

史密斯先生, 我给你介绍一下我的希腊朋友米洛斯。

At first, I should introduce myself. My name is Su Jian.

Su is my family name. 首先, 我要自我介绍一下, 我叫
苏健, 苏是我的姓。

How do you spell your last name? 你的姓怎么拼法?

Jones. J-O-N-E-S. 琼斯, J-O-N-E-S.

Allow me to introduce my husband to you. 请允许我向你介
绍一下我的丈夫。

You don't know how happy I am to see you. 你不知道,
我见到你是多么高兴。

It's really a pleasure to know you. 认识您很高兴。

I've been so looking forward to meeting you. 我多么盼望
能见到你。

I'm very glad to have the opportunity of meeting you. 有机
会和你见面, 我很高兴。

I've been wanting to meet you. 我一直希望能见到你。

It's really a great pleasure to meet so many American
friends today. 今天能见到这么多的美国朋友, 真是高兴
极了。

6. EXPRESSING THANKS

感谢

Thanks. 谢谢。

Thank you very much. 非常谢谢你。

Thanks a lot.

Many many thanks. 多谢。

I'm very much obliged to you. 我对你非常感谢。

Thank you for your help.

Thank you for helping us. 谢谢你的帮助。

Please accept our thanks for your kind invitation. 请接受我们对你的盛情邀请的谢意。

Thank you for your kindness (advice, information, invitation, warm welcome). 谢谢你的好意(劝告、通知、邀请、热情欢迎)。

Thank you for a wonderful meal.

Thank you very much indeed for the delicious (excellent) meal. 非常谢谢你这顿美餐。

Thank you for a most enjoyable evening.

Thank you very much indeed for the nice evening. 度过这一美好的夜晚,真是非常感谢你。

Thank you once again for your hospitality. 再一次感谢你的款待。

Thank you very much for the party. 非常感谢你举行这次宴会。

Thanks for your good service. 谢谢你服务周到。

It's very kind of you to do so.

You're very kind to do so. 你这样做真是太好了!

You've done us a great favour. 你可帮了我们的大忙了。

I'll always be indebted (grateful, thankful) to you for what you've done. 对于您所做的事,我感激不尽。

I don't know how I can ever thank you enough. 真不知道该怎样谢谢你。

I can't thank you enough for bringing my boy back. 您把我的孩子领回来,我真感激不尽。

You are too kind. 你太客气了。

Don't mention it. 不值一提。

Not at all. 没什么,不用谢。